Appendix C

Drug Court Grantee Reporting Requirements and **Drug Court Grantee Data Collection Survey**

Appendix C

Drug Court Grantee Reporting Requirements

All recipients of Drug Courts Program Office grants are required to submit the following reports:

- 1. Financial Status Reports (SF 269): Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns may be withheld if the progress and financial status reports are delinquent.
- 2. Categorical Assistance Progress Reports: Recipients of funding are required to submit an initial and then semi-annual progress report. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package.
- 3. Drug Court Grantee Data Collection Survey: To ensure that grantees are collecting critical information about their drug court programs for evaluation purposes and to assist in the national evaluation of drug courts, grantees that receive funds to implement or enhance a drug court are required to submit the Drug Court Grantee Data Collection Survey on a semiannual basis. The survey periods run January 1 June 30 and July 1 December 31. The surveys are due 60 days after the end of the report period, that is, no later than August 31 and February 28, respectively. These data will capture baseline information on both drug courts and defendants.
- 4. Single Audit Report: Recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is currently due to the cognizant Federal agency or oversight agency not later than 13 months after the end of the recipient's fiscal year. For fiscal years beginning on or after July 1, 1998, the audit report will be due 9 months after the end of the recipients fiscal year.



DRUG COURT GRANTEE DATA COLLECTION SURVEY

DIRECTIONS: As a Drug Courts Program Office discretionary grantee, you are required to complete this survey. This form must be completed on a semiannual basis and submitted with your progress reports due at the end of January and July of each year. Complete Section I and update only as necessary. Update Section II at the end of January and July each year. If a grant is for multiple jurisdictions, each jurisdiction must complete the survey Individually.

I. BASELINE	INFORMATION				
A. GENERAL	INFORMATION				
	8. TYPE OF DRUG	COURT GRA	NT		
'ear	☐ Single Jurisdiction Implementation				
'ear			-		
	☐ Multi-Jurisdictional Implementation				
4	☐ Multi-Jurisdictional Enhancement				
	9. GRANT AWARD PERIOD				
			to		
Official DCPO Award document)	10. DATE DRUG COU	IRT PROGRA	AM STARTED		
	11. DATE STARTED V	WITH DCPO	FUNDING (If differen)	
3. ADDRESS (Grantee)			l		
	13. NAMES AND POS	SITIONS OF	KEY PERSONNEL		
<u>.</u>				į	
	1				
	14. SIZE OF JURISDICTION: (Population of county or city served by court).				
ompleting this form). Fax and F-Mail address?	mucate the geogra	apriic jurisuic	-	m.	
an and a man according		Yes/No		Population	
	State				
	Multi-county				
	County				
	City				
	Tribe			-	
B. DRUG COUP	RT INFORMATION		*************************		
16. IN GENERAL, WHICH APPROACH I	DOES THE DRUG COUR	T FOLLOW?	(Check one)		
☐ Deferred Prosecut to the treatment or	tion: Adjudication is rogram after being	deferred	and the defend	ant is diverted	
l '	-	-	sentence is def	erred or	
				-	
☐ Other (Specify)					
	A. GENERAL fear	Pear	A. GENERAL INFORMATION B. TYPE OF DRUG COURT GRAF Single Jun Multi-Junis Multi-Junis Multi-Junis Deferred Prosecution: Adjudication is deferred to the treatment program after being charged. Deserved Courts PROGRAM 14. SIZE OF JURISDICTION: (Pop Indicate the geographic jurisdic process) 15. IN GENERAL, WHICH APPROACH DOES THE DRUG COURT FOLLOws Deferred Prosecution: Adjudication is deferred to the treatment program after being charged. Postadjudication: Adjudication occurs, but the pronounced and the defendant enters the treatment program after to the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant enters the treatment program after the county in the pronounced and the defendant program after the county in the pronounced and the defendant pronounced and the defendant program after the county in the pronounced and the defendant program after the county in the pronounced and the defendant properties and the county in the pronounced a	A. GENERAL INFORMATION Sample Single Jurisdiction Implem Single Jurisdiction Implem Single Jurisdictional Implem Single Jurisdictional Implem Single Jurisdictional Implem Multi-Jurisdictional Implem Multi-Jurisdictional Implem Multi-Jurisdictional Implem 10. DATE DRUG COURT PROGRAM STARTED 11. DATE STARTED WITH DCPO FUNDING (If different 12. AMOUNT OF GRANT AWARD 13. NAMES AND POSITIONS OF KEY PERSONNEL 14. SIZE OF JURISDICTION: (Population of county or cindicate the geographic jurisdiction served by the conformation 14. SIZE OF JURISDICTION: (Population of county or cindicate the geographic jurisdiction served by the conformation Name of Yes/No Jurisdiction Yes/No Jurisdiction State	

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(continued on the reverse)

17. WHO IS ELIGIBLE TO PARTICIPATE IN THE DRUG COURT PROGRAM? (Check all that apply)	21. ARE THE FOLLOWING GRADUATION REQUIREMENTS? (If yes	s, provide the time period.)				
OOON PROGRAMS (OROCK all that apply)	Number of months drug free					
☐ Adult male	Number of months without rearrests					
☐ Adult female	Number of months employed					
☐ Juveniles	Other (Specify)					
□ Nonviolent offenders						
☐ Violent offenders (Past or present)						
☐ Offenders with substance						
(i.e. controlled or other addictive						
substances) addiction						
☐ Offenders without substance addiction	4.11					
☐ First-time offenders	22. SINCE THE PROGRAM BEGAN, WHAT IS THE TOTAL AMOUNT	OF FUNDING				
☐ Repeat offenders	FOR EACH OF THE FOLLOWING TYPES THAT THE PROGRAM RECEIVED? (Check all sources that apply after amount of funding					
☐ Probation violators		,				
		nount Year(s) eceived Received				
18. WHAT IS THE LENGTH OF THE PROGRAM?	a. FEDERAL GOVERNMENT					
	☐ Violent Crime Control Act of 1997					
Number of months	, , ,					
If actual average length to graduate is						
different, indicate (number of months)	1					
	☐ Center for Substance Abuse					
	Treatment (CSAT) Substance Abuse					
19. DOES THE DRUG COURT HAVE PHASES?	Treatment and Treatment Block Grant,					
(If yes, list them and give the length of each phase.)	includes CSAT technical assistance \$ CSAT Criminal Justice Treatment					
□ No □ Yes						
1	☐ CSAT Target Cities \$_					
Phase How Long	☐ Medicaid \$_					
	☐ Other federal government					
	1 2					
	c. Local government					
	d. □ Private (Grants/donations from					
20. SERVICES THAT ARE AVAILABLE TO DRUG COURT	foundations, businesses, charitable					
PARTICIPANTS (Check list)	organizations) Please list sources \$					
☐ Detox ☐ Child care						
☐ Day reporting ☐ Family therapy/ center services	1 -					
	e. ☐ Participant fees actually collected \$					
Outpatient Mental health	23. WHICH OF THE FOLLOWING STATEMENTS BEST DESCRIBES	ANY FEES				
☐ Inpatient ☐ Individual counseling	CHARGED TO PARTICIPANTS (By the court or by any contractor services), EITHER CURRENTLY OR IN THE PAST?					
Academic/training Courseling schools Group						
☐ Job training counseling	☐ Participant fees are charged currently (Continue with Question 24)	<i>i</i> .				
☐ Employment ☐ Primary health	□ Participant fees were charged previou	uely hut are				
services care	not currently. (Continue with Question					
☐ Parenting classes ☐ Housing	☐ Participant fees have never been cha					
]	(Skip to Question 25)	_				

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(continued on next page)

24. WHAT IS/WAS THE PURPOSE AND AMOUNT OF EACH FEE CHARGED TO PARTICIPANTS?					25. HOW IS DRUG COURT DATA GATHERED AND COMPILED?			
Description/purpos	e of fee		Amount of fee					
			\$			Manually		
					П	Automated	1	
			\$		U	Automated	•	
			¥			Both		
			•					
,			3					
		II. DRUG CO	OURT PARTICIPAN	IT/PROGRAM INFORMAT	TON			
26. NUMBER OF PARTICIPAL	NTS:	 	THE BEGIN	TIME THE PROGRAM BECA INING OF THE GRANT TO TH G PERIOD (If different) HOW	IE PRESENT, AND	L TO THE PRE	SENT, FROM RRENT	
From the start of the	e program _		neroniii	G PERIOD (II BIII BIBILI) NOW	MANT PEOPLE.			
From the start of the	e grant _				Since	Cinna	For current	
For current reporting	g period				program start	Since grant start	reporting period	
27. TOTAL CAPACITY:				been admitted to the court program?				
From the start of the			1	completed the program				
From the start of the	-		c. Have	failed to complete the				
For current reporting	g period _			m because they:				
28. NUMBER OF GRADUATE	S FROM THE D	RUG	7	ave been terminated?				
COURT PROGRAM:	011101111112		(2.) H	ave voluntarily ithdrawn?				
From the start of the	e program _			ave died while in the ogram?				
From the start of the grant			d. Are currently enrolled?					
For current reporting	g period _			······································				
30. PROVIDE THE FOLLOWII PARTICIPANTS IN THE P GRANT, SINCE THE BEG CURRENT REPORTING I	ROGRAM SINC	ETHE BEGINNII PROGRAM, AN Pant).	NG OF THE	31. PROVIDE THE NUMBE THE FOLLOWING RAC		DESCENT:	For current reporting	
			penou		start	start	period	
Age 12-16				African American				
Age 1718 Age 1921				Hispanic/Latino				
Age 19-21 Age 22-30		****		Asian/Pacific				
Age 31–40		***		Islander				
Age 41 or over				Native American				
Number of males				Alaskan Native		-	_	
Number of females				Caucasian				
Number of drug-free babies born to participants				Other				

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(continued from previous page)

32. HOW LONG DO YOU PLAN TO FOLLOW UP ON THE PROGRESS OF DRUG COURT PARTICIPANTS AFTER GRADUATION?			38. NUMBER OF PARTICIPANTS ARRESTED OR CONVICTED AFTER GRADUATION:				
6 months □	18 mo	nths 🗆			0-6 mont	hs after g	raduation:
12 months 🗆	Other				Since program start	Since grant start	For current reporting
33. NUMBER OF PROGRAM PA VOCATIONAL TRAINING CF				Drug offense			period
				Other nonviolent			
From the start of the				Violent offense		M*************************************	
From the start of the	•	.,		Traffic offense: Driving while under	i		
For current reporting	peliou			the influence			-
34. NUMBER OF PROGRAM PA	RTICIPANT	S EMPLOYED A	T GRADUATION:	Other (please describe)			
		Part-time					
	,	(under 30 hrs/wk)	Full-time (30+hrs/wk)				graduation:
From the start of the p		,	,		Since program	Since grant	For current reporting
From the start of the g	_			_ "	start	start	period
For current reporting	-			Drug offense			-
r or outlone roporting p	ponou .			Other nonviolent Violent offense			
35. NUMBER OF PERSONS FO	R WHOM BI	ENCH WARRAN	ITS WERE	Traffic offense:			
ISSUED, WHO HAVE NOT B BENCH WARRANT STATUS			E BEEN IN	Driving while under the influence			
From the start of the	program		****	Other			
From the start of the	grant			(please describe)			
For current reporting					13–18 mc	nths afte	r graduation:
					Since	Since	For current
36. NUMBER OF PARTICIPANTS IN THE DRUG COURT PRO		D OR CONVICT	FED WHILE	2 "	program start	grant start	reporting period
	Δ.	0:	e	Drug offense Other nonviolent			
	Since progran	Since n grant	For current reporting	Violent offense		•	
	start	start	period	Traffic offense:			
Drug offense	************			Driving while under			
Other nonviolent	****			the influence Other			
Violent offense				(please describe)			
Traffic offense: Driving while unde	r			39. NUMBER OF PARTICIPANTS	WHO DEMAN	M	
the influence		_		DRUG FREE AFTER GRADU		Poi	nt in time
Other (please describe)				(If information is available):		• • •	ys/months) er graduation
(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					mber of	dur	ing which
37. NUMBER OF CLIENTS WHO PROGRAM, AFTER COURT				From the start of the program	ticipants	uar	a is collected
From the start of the	nrogram			From the start of			
From the start of the	. •			the grant			
For current reporting	•			For current			
i or correlativeportally	penou		77.82.	reporting period			
instructions, searching ex information. Send comme reducing this burden, to the	tisting data ents regard he Drug Co and to Pul	sources, gath ing this burder ourts Program blic Use Repo	ering and maintaining n estimate or any oth Office, Office of Jus	average 1.5 hours per response g the data needed, and complet er aspects of this collection of in tice Programs, U.S. Department 30, Office of Information and Reg	ing and revie formation, in of Justice, 8	wing the col cluding sug 10 7th Stree	lection of gestions for t, NW,

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